

[Your Name]  
[Your Company/Brokerage]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Homeowner Name]  
[Property Address]  
[City, State, Zip Code]

Dear [Homeowner Last Name],

I am writing to you because I am currently working with a fully pre-approved buyer who is specifically looking to purchase a home in the [Subdivision Name] neighborhood.

As you may know, inventory in your subdivision is currently very low, and my clients have expressed a strong interest in your particular street and model of home. They are prepared to make a competitive offer and are flexible with closing dates to accommodate your schedule.

If you have considered selling your home, or if you would be open to a private, no-obligation showing, please contact me directly. This could be an opportunity to sell your property quickly without the stress of public showings or traditional marketing.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]  
[License Number, if applicable]